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Approved For Release 2000/08/16 : CIA-RDP80-01826R000300080002-3

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CAREER MANAGEMENT STUDY
PROMOTIONS

DDS

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MEMORANDUM FOR : Chairman, Support Career Board

SUBJECT : Competitive Evaluation for Promotion of Administrative Officers - GS-10 through GS-14

1. The 10th Competitive Evaluation Panel met four times during the latter part of May to set up a system for ranking and then to rank the Administrative Officers in the Support Service in grades GS-10 through GS-14.

2. In setting up the system for evaluation the Panel first set forth certain ground rules by which it would operate. These were:

a. Mandatory review of all personnel at each grade level and, as required, discussion with supervisors, etc.

b. After review, nomination of individuals for ranking (number to be ranked approximately double the headroom).

c. In nominating for inclusion in the rankings, minimum times-in-grade to be considered as a point of departure (promotion to GS-15 - 3 years, to 14, 13 and 12 - 2 years and below 12 - 1 year). A summary of Agency-wide time-in-grade statistics is attached for information.

The Panel further agreed to a 15-point system as follows:

Performance	1-Weak	1-5
	2-Adequate	
	3-Proficient	
	4-Strong	
	5-Outstanding	
Potential	1-Pesked	1-5
	2-Possible	
	3-Average	
	4-Above Average	
	5-Unlimited	

Group 1

Qualifications
Education, training,
experience, adaptability
(assignability) and age
maturity 17

1-Limited 1-5
2-Below Average
3-Average
4-Above Average
5-Exceptional

Totals 3 to 15

p. The panel then turned to rankings by grade. At the GS-10, 11, and 12 levels the factors and their weightings were discussed and the consensus of the group appears. In the GS-13 and 14 levels the factors and their weightings were tallied and the totals appear. The rankings are as follow:

20 AUG 1964

MEMORANDUM FOR : Director of Personnel

SUBJECT : Review of Career Management Activities

1. In your memorandum of 22 July you requested that you be furnished with any materials published by Career Services regarding their activities, policies and procedures. I have asked that the several Support Services forward any material of this type directly to you.

2. The Support Career Service, being relatively small, has not formalized its practices to the degree envisioned in your memorandum. We do have, however, a well-defined philosophy in regard to the activities of our Career Service. The paragraphs that follow outline some of the policies and practices that we follow in the areas of recruitment, training, assignment and promotion. This information may be helpful to you as you proceed with your study.

3. Intake and Training of Junior Officers - Prior to 1962 very few administrative positions in the Agency below the GS-12 level were the responsibility of the Support Career Service. The theory was that junior Administrative Officers would work up through the ranks (mostly in the Clandestine Services and the Office of Communications) and would arrive at the threshold of promotion to GS-12 at about the same time that their careers would become of interest to our Career Service. This approach worked fairly well with the Office of Communications, but with the consolidation of panel operations in the DD/P in the late 1950's (when the DA, DS, DP and DI designations and panels were eliminated), the junior administrative personnel in the DD/P were no longer as easily identified. In 1962 this problem was resolved by: (a) the identification of a number of these junior officers and their transfer to the Support Career Service and (b) the identification of a number of positions in the Office of Communications and the Clandestine Services in which most of these individuals had developed and which then became the planning responsibility of the Support Career Service. We now are steadily moving toward the staffing of all junior administrative positions by individuals (preferably Junior Officer Trainees) who are Support careerists. We have for a number of years had standing requirements for Junior Officer Trainees and now have eight who came to us directly from the Program. Six of these are abroad and two are in rotational training. Training for our Junior Officer Trainees to date has consisted of approximately six months of rotational assignments to the Offices of Finance, Personnel and Logistics together with the formal courses recommended by those Offices. In view of the larger number that we hope will be entering on duty next year, plans call for a formal course comparable to the Intelligence Production Course for DD/I Junior Officer Trainees and the full Operations Course for DD/P Junior Officer Trainees which would take the place of much of the rotational training. We also hope to integrate language training into the schedule.

4. Assignment Planning - Planning for assignments in the Support Career Service is a continuing task which, to a marked degree, is unique in the Agency. The reason for this is that the Support Career Service, unlike the other Support Services, does not have a large functional establishment wherein most of its careerists carry out their duties. The lack of such a "home" from which its people can be assigned requires that Support careerists be prepared for a much more active and less sheltered experience in terms of assignment, training, and continuity of planning. This difference is not necessarily detrimental to accomplishment of the Service's objectives. Indeed, its very flexibility and the need for rapid response without a significant organizational entity to act as a buffer to changing requirements often abets the long-range goal of ensuring that at the senior levels the Service is composed of well-qualified generalists. The assistance provided by the several Support Services in accommodating Support careerists and in making their own careerists available for Support assignments, in effect, acting as a second "home," is amply demonstrated by the numbers of personnel presently assigned across Career Service lines. Planning begins upwards of a year ahead of the actual moves. Some of this, of course, is determined by events such as decisions regarding nominations for Senior Schools, anticipated retirements and definite knowledge regarding completion of tours. Much more, especially in regard to overseas assignments, comes into focus approximately six months in advance of termination of tours when Field Reassignment Questionnaires are received at Headquarters. Usually, assignment proposals are relatively firm about six months in advance of the actual moves. Without the cushion provided by a large organization here at Headquarters, a delicate balance must necessarily be preserved in terms of committing the talents of our Administrative Officers against constantly changing requirements for them. In maintaining this balance the wishes of the individual, of the component to which he is assigned, the one to which he is proposed for assignment, of the Support Career Board and of the Head of the Career Service must be observed. All of the above, combined with the necessity of early notification of next assignment and of providing an assignment which is challenging and rewarding, ensures that planning in the Support Career Service is a dynamic operation.


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5. Promotions - The Support Career Service and its predecessor, the Administration Career Service, has since 1956 adhered to the principle of competitive evaluation for promotion. Since September 1956 when Messrs. [REDACTED] sat as the 1st Competitive Evaluation Panel, there have been ten such groups, the latest of which is now making its evaluations. The techniques utilized by these panels have varied considerably over the years. Each has justified the methods it employed and the deliberations of each one have been acceptable to the Career Board and to the Head of the Career Service. The most recent panel, in addition to performing its ranking duties, is preparing, at the request of the Board, a formal ranking system which, if the Board approves, will serve as a model for future panels in performing their duties. The competitive evaluation procedure is carried out in the following manner. Each year the Board recommends that a competitive evaluation panel be activated and further recommends its membership. If the Head

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of the Career Service approves these recommendations, the Executive Secretary works with the designated chairman in convening the panel and provides background information. The members of the panel are given complete freedom in terms of discussions with supervisors, review of official records, etc., to arrive at their conclusions. Their report, which consists of evaluations at grades GS-14 and below, is forwarded to and reviewed by the Board. The Board reserves the right to make changes in rankings and has done so. The Board then recommends the rankings to the Head of the Career Service who decides in terms of permissible headroom which individuals should be promoted. At the GS-15 level the Board constitutes itself as a competitive evaluation panel and forwards its rankings to the Head of the Support Career Service for appropriate action.

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~~L. K. White~~
Exo - Deputy Director
for Support

CC: QD/Pers

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Promotion
Communications

Group of senior officers now studying competitive evaluation procedures toward promulgation of new guidelines on this aspect of Career Management.

RDCLUB CAREER SERVICE
P. 6 PROMOTION
COMM CAREER SERVICE P. 4 (b)

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22 August 1960

KUCLUB ORDER NO. 3-60

SUBJECT: KUCLUB Career Service

RESCISSIONS: KUCLUB ORDER NO. 7-59
 *KUCLUB MEMORANDUM NO. 32-59
 *KUCLUB MEMORANDUM NO. 10-60

C O N T E N T S

	Page
I GENERAL	1
II PURPOSE	1
III POLICY	2
IV ORGANIZATION	2
V RESPONSIBILITIES	3
VI PROCEDURES	4
A. Coordination	4
B. Designation of Career Cognizance	4
C. Competitive Evaluation	5
Listings	6
D. Promotions	7
E. Assignments	9
F. Extensions of Tour	9
G. Marriage to Aliens	9
H. Career Staff Applications	10
VII EXCEPTIONS	10

I. GENERAL

This Order establishes the policy, organizational structure, responsibilities, and procedures for administering a Career Service Program within KUCLUB, as prescribed by [REDACTED] (Revised 29 November 1956). The KUCLUB Career Service is comprised of those personnel bearing an SC (Support-KUCLUB) career designation. The Chief, KUCLUB is the head of the KUCLUB Career Service.

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II. PURPOSE

The purpose of the KUCLUB Career Service Program is to establish, develop, and maintain a group of specially qualified individuals who desire to devote themselves on a career basis to the performance of the missions and functions of the Office.

*Not issued to the field

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C O N F I D E N T I A L

7 March 1963

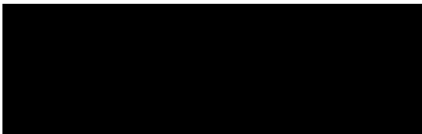
KUCLUB ORDER NO. 1 - 63

SUBJECT: KUCLUB Order No. 3-60

Delete paragraph IV A. and substitute the following:

IV ORGANIZATION

- A. Panel A (Senior Officers Review Panel)
consisting of Chief, KUCLUB, ex officio;
Deputy Chief, KUCLUB, Chairman and three members;
Chief of Operations, Chief Engineering Staff,
and Chief SIGINT Programs Staff. As necessary,
consultation and advice will be requested from
all other KUCLUB officers of grade GS-16 or
higher who are stationed at Headquarters.



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III. POLICY

It is the policy of the KUCLUB Career Service to:

A. Assign personnel in accordance with the requirements placed upon the KUCLUB Career Service. Career development and personal circumstances will be considered to the maximum extent possible, consistent with the operational needs of the service.

B. Select the best qualified personnel for advancement on the basis of competitive evaluation of all personnel in each grade within a specialized competitive area.

IV. ORGANIZATION

In the administration of the KUCLUB Career Service program, there shall be seven panels, each having cognizance over a group of similar and related SC positions. Personnel actions shall be determined by the consensus within the panel having cognizance. With the exception of Panel A (Senior Officers Review Panel), all KUCLUB panels will be headed by the same permanent chairman of the KUCLUB Career Service Panels. Normally, the panels chairman shall be the Executive Officer of KUCLUB, but may be any senior officer appointed by Chief, KUCLUB. The panels shall include:

- A. Panel A (Senior Officers Review Panel) consisting of Chief, KUCLUB, ex-officio; Deputy Chief, KUCLUB, Chairman; and all other KUCLUB officers of Grade GS-16 or higher who are stationed at Headquarters.
- B. Panel B (Operational Panel) consisting of the permanent chairman, Chief, OC-T and other senior OC-T officers designated by Chief, OC-T.
- C. Panel C (KUCLUB Security Panel) consisting of the permanent chairman, Chief, OC-S and other senior OC-S officers designated by Chief, OC-S.
- D. Panel D (Technical Panel) consisting of the permanent chairman, Chief, OC-E and other senior OC-E officers designated by Chief, OC-E.
- E. Panel E (Clerical-Administrative Panel) consisting of the permanent chairman, Chief, OC-A and other senior OC-A officers designated by Chief, OC-A.
- F. Panel F (SIGINT Panel) consisting of the permanent chairman, Chief, OC-SP and other senior OC-SP officers selected by Chief, OC-SP.
- G. Panel G (Signal Center Panel) consisting of the permanent chairman, Chief, OC-SC and other senior OC-SC officers selected by Chief, OC-SC.

- 2 -

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- A. Panel A - Serves as the Competitive Evaluation Panel for all personnel in grade GS-14; reviews promotion recommendations from grade GS-13 to GS-14 and recommends promotion to GS-15; reviews assignments of GS-13 personnel to GS-14 positions; initiates all other personnel actions concerning positions or personnel of grades GS-14 and GS-15.
- B. Panel B - Wherever desirable, consolidates the individual Competitive Evaluation Lists (CEL's) from the basic grade level (see Att. A) through GS-13. On the basis of the CEL's, recommends promotion actions and reviews all other personnel actions concerning personnel under Panel B cognizance. Attachment B to this order lists the occupational specialities under the panel having cognizance.
- C. Panel C - Same responsibilities as Panel B for all personnel under Panel C cognizance.
- D. Panel D - Same responsibilities as Panel B for all personnel under Panel D cognizance.
- E. Panel E - Same responsibilities as Panel B for all personnel under Panel E cognizance.
- F. Panel F - Same responsibilities as Panel B for all personnel under Panel F cognizance.
- G. Panel G - Same responsibilities as Panel B for all personnel under Panel G cognizance.
- H. Permanent Chairman - In addition to the primary and continuing responsibility of chairing six separate panels, the permanent chairman shall be responsible for assisting the panels in the proper grouping of related positions within panels and shall recommend and arbitrate transfers of position reviewing cognizance from one panel to another where such action may be required. In order to assist the Staffs and overseas activities in competitively evaluating their personnel for subsequent consolidation by the Panels, he shall assure that approved rating standards are provided for each competitive area. Where such standards do not exist, he shall recommend suitable rating standards for approval. The Chairman, as the Chief, KUCLUB's executive in the administration of the career panels, shall continually review the state of the KUCLUB career service and shall recommend necessary new procedures, statistical reviews, career management methods and related actions as may be required in the best interests of the service. The chairman shall be a voting member of each panel.

- 3 -

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- I. Chief, Administration Staff is responsible for:
- (1) Providing the necessary personnel management data and administrative support to the KUCLUB career panels.
 - (2) Recommending assignment and promotion actions for all personnel who are assigned to KUCLUB for duty but carry other than an SC career designation. When personnel in grade GS-9 and below are involved, the recommendations are forwarded directly to the career service concerned in each case. For higher graded personnel, the recommendations are forwarded through Chief, KUCLUB to the career service concerned.
- J. Career Management Officer - Serves as the executive secretary of each panel, and, in that capacity, is responsible for providing and/or developing statistical information on KUCLUB personnel, available slots, assignments, promotional headroom and related matters. The CMO will provide information available in personnel files which may affect the actions being taken by the panels and will serve as principal assistant to the panel chairman in handling the administrative duties associated with the operating of the KUCLUB career panels.
- K. Chiefs of Major KUCLUB Activities - As indicated throughout Section VI.
- L. Staff Chiefs - As indicated throughout Section VI.
- M. Chief, KUCLUB - Head of Career Service. Directly controls assignments of SC supergrade personnel and recommends to Chief, KUBEAD all personnel actions at supergrade levels.

VI. PROCEDURESA. Coordination

All personnel actions which involve overseas positions will be coordinated with the KUCLUB Operational Division(s) concerned prior to forwarding for review by the panels, Deputy Chief, KUCLUB and approval by Chief, KUCLUB.

B. Designation of Career Cognizance

1. Each Career Service Action, Form 928, will indicate the staff or panel having career cognizance. The following symbols will be utilized for this purpose:

<u>COGNIZANT STAFF OR PANEL</u>	<u>SYMBOL</u>
SORP	(A)
OC-T	(B)

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OC-S	(C)
OC-E	(D)
OC-A	(E)
OC-SP	(F)
OC-S/C	(G)

2. The appropriate symbol shall be placed at the extreme right of the "Present Title" and "Proposed Title" spaces of the Form 928.

C. Competitive Evaluation Lists

1. Chiefs of major KUCLUB activities (KUCLUB Areas, [REDACTED] and such other activities that may be established) shall compile and submit to Headquarters a Competitive Evaluation List by competitive area and grade (CEL) for all personnel within their activity coinciding with the schedule for submission of fitness reports. The CEL should include a one-line statement following each person's name as to whether or not promotion is recommended. Where there is only one person to be rated in a competitive area, an evaluating statement, including recommendation for or against promotion, will be submitted in lieu of a CEL. The statement should also include the individual's relative percentile rating in terms of the elements of the rating standard established for each specific competitive area. CEL's will not be compiled on personnel who have not yet reached the basic grade level (see Att. A). The field will rate personnel who departed from their area within three months of the date the CEL's are compiled, and omit those who arrived in their area within three months of that date. Personnel, by virtue of being in a travel, training, or leave status, who would not fall within the rating preview of either the losing or gaining activity, shall be rated by the cognizant Headquarters component. The Competitive Evaluation Lists will be prepared with each competitive area listed on a separate page. This procedure is necessary to facilitate consolidation into world-wide listings at Headquarters. The CEL will include a recommendation for or against promotion for each person listed.

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2. Staff Chiefs shall prepare CEL's coinciding with the submission of fitness reports, or Headquarters personnel under their cognizance. The Divisions shall be responsible for collecting evaluating data for CEL purposes on those personnel assigned to exempted activity stations. The field and Headquarters CEL's will then be consolidated by the cognizant staff, and forwarded to the appropriate panel where inter-staff consolidation will be accomplished in the case of similar competitive areas. In the event Headquarters differs with the relative rank order listing submitted by the field (VI A. 1.), or with the field's recommendation against promoting an individual, Headquarters shall correspond with the field in an attempt to resolve the difference.

- 5 -

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D. Promotions

1. Basic Grade Level and Above - Promotion action for personnel at the basic grade level or above will be determined by the cognizant panel on the basis of the consolidated world-wide CEM's and the number of available openings at the next higher grade in the competitive area. Upon determination of promotion action, the cognizant staff will be requested to prepare Form 928 for review of the panel, the Deputy Chief, KUCLUB, approval of the Chief, KUCLUB and subsequent processing by the Administration Staff. Promotion actions on GS-13's shall be reviewed by Panel A.

2. Below Basic Grade Level - Promotion action for personnel up to the basic grade level will be initiated by the cognizant field activity or Headquarters component and submitted by memorandum directly to the Administration Staff. Field actions shall be submitted by dispatch through the cognizant Headquarters Staff to the Administration Staff for processing. Promotion actions initiated by the cognizant Headquarters Staff will likewise be coordinated with the field activity, if appropriate, and submitted by memorandum directly to the Administration Staff for processing.

3. Promotion actions on personnel in grade GS-14 will be initiated by Panel A, forwarded to Chief, KUCLUB for approval and to the Administration Staff for processing.

4. Promotions, in most cases, are made in one-grade increments.

5. Personnel will enter the zone of consideration for promotion when they have served in their current grade in the Organization for the period indicated below:

GS-1 through GS-6	6 months
GS-7 through GS-11	12 months
GS-12 and GS-13	18 months
GS-14	24 months

6. Normally, action will not be taken to promote personnel until after they have entered the zone of consideration. Exceptions can be made when it is clearly established that:

a. An employee was initially employed at a grade below that for which he has subsequently been found to be qualified,

b. An employee is properly qualified for promotion based on his experience prior to his present assignment, or

c. Such exception is necessary to recognize an employee's outstanding ability.

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7. Personnel may be promoted one grade above the authorized grade of the position to which he is assigned (Personal Rank Assignment) provided that such personnel will be assigned to a position commensurate with the higher grade at the earliest opportunity, and not to exceed one tour of duty [REDACTED]. Form 928 should indicate that promotion is recommended on a personal rank basis and the approximate length of this assignment.

8. The Chief, Administration Staff, shall notify the Chiefs of field activities when promotion recommendations have been approved by KUCLUB. Effective dates of promotion actions shall be published by the Administration Staff for dissemination at Headquarters and in the field.

9. Individuals who have entered the zone of consideration as prescribed above will be assured of at least one promotional review annually, except that the review of personnel in grades GS-1 through GS-6 will be made semi-annually.

E. Assignments

1. The initial assignment of personnel to positions at or below the basic grade level will be accomplished by the submission of a memorandum from the cognizant staff to the Administration Staff. Initial assignment of personnel to positions beyond the basic grade level through GS-13 will be initiated by the cognizant staff on Form 928 and submitted to the appropriate panel for review and further processing.

2. Recommendations for reassignment of personnel through GS-13 will be initiated by the cognizant staff on Form 928 and submitted to the appropriate panel. The recommendation shall be reviewed by the panel, the Deputy Chief, KUCLUB, submitted to the Chief, KUCLUB for approval, and forwarded to the Administration Staff for processing. Recommendations for reassignment of personnel in Grade GS-14 and GS-15 positions will be made by Panel A. If a staff has a position opening which it cannot fill adequately from the list of personnel under its cognizance, or conversely, has no position available for the reassignment of an individual for career development purposes, the staff should indicate this situation in a memorandum to the Chairman, Career Service Panels. The chairman will make every effort to reassign the individual, or to fill the position from the personnel under the cognizance of other KUCLUB components by following the assignment criteria listed in subparagraph VI D. 6 below. The Chairman's recommendations will be considered by the appropriate panel(s) and all documentation will be forwarded to the Deputy Chief, KUCLUB, and Chief, KUCLUB for review and approval.

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3. Reassignment (re-slotting) of personnel within an activity is to be performed as follows:

a. If no change in either specialty or position grade is involved, (1) overseas activities will notify Headquarters by dispatch of the recommended re-slotting, and (2) Headquarters components will notify OC-A directly by memorandum.

b. If a change in either specialty or position grade is involved, field activities and Headquarters elements will submit the recommendation on Form 928 for consideration by the appropriate panel(s).

4. Assignment actions on personnel of grade GS-14 and GS-15 shall be initiated by Panel A, approved by Chief, KUCLUB and forwarded to the Administration Staff for processing.

5. Normally, individuals shall not be assigned to a position which is classified more than one grade higher than the rank held by the individual.

6. Assignments shall be based upon the following factors:

- a. Needs of the service
- b. Position on the Competitive Evaluation List
- c. Career Development and opportunity for advancement of the individual
- d. Cover considerations
- e. Individual's preference for assignment
- f. Number, age, and health of dependents and other personal considerations
- g. Working and living conditions at the proposed post

7. Field Reassignment Questionnaires (FRQ) (Form No. 202) shall be forwarded to Headquarters by overseas personnel eight months prior to the end of a duty tour [REDACTED]. The Administration Staff shall route to the cognizant staff the FRQ with a biographic synopsis on the individual concerned. The cognizant staff shall prepare a recommendation for reassignment on Form 928 and submit it to the appropriate panel for review.

8. Headquarters Reassignment Questionnaires (HRQ) (Form 1660) shall be completed by all personnel who have served at least one year in

- 8 -

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Headquarters at the time their annual fitness report is prepared and who have not submitted an HRQ during that period. An HRQ may be submitted at any other time an employee so desires. The questionnaire shall be prepared in duplicate and routed through the component chief for his recommendation and then, in the case of personnel up to grade GS-13, to the KUCLUB Career Management Officer. SORF-cognizance HRQ's (GS-14's and 15's) will be routed directly to the Chairman, Panel A as directed in QQ 60-019. If reassignment within KUCLUB is requested by the individual, the KUCLUB CMO will make the necessary inquiries to appropriate panels and staffs to determine whether the requested reassignment is recommended. If reassignment is possible, the CMO will prepare Form No. 928 and after coordination with the staffs concerned, submit it to the appropriate panel or panels. If reassignment does not appear possible, the CMO will submit the HRQ to the employee's panel with comments, if any. The panel will determine the appropriate further action. If reassignment outside KUCLUB is requested, the CMO will submit the HRQ for action by the employee's panel and advise the employee of the panel's action. If no change in assignment is requested, the KUCLUB CMO will submit the HRQ to the employee's panel.

F. Extension of Tours

Request for extensions of tours must be forwarded to Headquarters 120 days prior to the due date of the FRQ; i.e., twelve months prior to the end of an individual's tour. When the extension request is for a period of less than six months, it may be approved by the Activity Chief, but Headquarters must be advised of the action. This action must also be forwarded to Headquarters no later than 12 months prior to the end of an individual's tour. Requests for extensions in excess of six months or for additional extensions must be reviewed by the cognizant Headquarters staff, the appropriate panel, Deputy Chief, KUCLUB and approved by Chief, KUCLUB.

G. Marriage to Aliens

If an employee contemplates marriage to an alien, he shall submit the required information in accordance with [REDACTED] paragraph 3.a.(1) and (2). The biographic data on the individual as required by applicable regulations shall be reviewed by the cognizant staff chief. After the review, the staff chief shall prepare a recommendation on Form 928 as to whether or not the individual should continue to be employed. If continued employment is recommended, justification shall be provided. The recommendation shall be reviewed by the appropriate panel, Deputy Chief, KUCLUB, and approved by Chief, KUCLUB. It shall then be forwarded to the Administration Staff which is responsible for notifying the Director of Personnel of Chief, KUCLUB's recommendation in the case.

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H. Career Staff Applications

Career Staff applications after being signed by the applicant shall be returned to the Administration Staff. After a review of all available

- 9 -

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records on the individual, the signed application with any pertinent comments will be forwarded to the cognizant staff chief for his recommendation, to the appropriate panel for endorsement, and to the Chief, KUCLUB for his recommendation to the Agency Career Panel.

VII. EXCEPTIONS

Within the authority delegated to him by Organization regulations, Chief, KUCLUB, as an operating official and head of a career service, may take exception to procedures as outlined herein when unusual or unpredictable circumstances make such an exception necessary.


Director of Communications

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Attachments (2)

Distribution: #3
B (Field)

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Attachment A

BASIC GRADE LEVELS

Following is a tentative listing of the Basic Grade Levels*, which are subject to periodic review and revision by the panels:

GS-4

Clerk	0301.26
Clerk Typist	0322.01
Mail and File Clerk	0305.05
Transport Clerk (Typing)	2101.03

GS-5

Clerk Stenographer	0312.01
Communications Traffic Clerk	0393.08
Cryptomaterial Accounting Clerk	2001.12
Information Control Clerk	0305.13
Information Control Clerk (Typing)	0305.14
Intelligence Analyst	0132.35
Secretary Stenographer	0318.01
Secretary (Typing)	0318.03
Storekeeper (General)	2030.11
Tabulation Equipment Operator	0359.01

GS-6

Archives Assistant	1421.01
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GS-7

Administrative Assistant	0301.02
Administrative Services Assistant	0301.11
Communications Technician (CRYPT)	0308.03
Communications Traffic Officer	0393.07
Cryptomaterial Accounting Assistant	2001.11
Engineering Aide	0802.01

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*Each career specialty in / will have a basic grade level, sometimes referred to as the "journeyman level," representing the grade awarded to personnel who have achieved proficiency in that specialty. Personnel employed at lower grades are considered to be in training on the job and working for recognition as a proficient craftsman in his specialty. The basic level grade varies from specialty to specialty depending upon the current official evaluation of the complexity of each.

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Attachment A

GS-7 (Continued)

Engineering Draftsman	0818.01
Equipment Technician (Mechanical)	1670.04
Property and Supply Assistant	2040.06
Statistical Assistant	1531.01
Supply Assistant	2001.05

GS-8

Communications Technician (Radio)	0392.01
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GS-9

Communications Instructors	(all categories)
Communications Specialist	0393.01
Communications Specialist (Operational)	0393.03
Communications Specialist (Security)	0393.02
Communications Specialist (Technical Analyst)	0393.06
Communications Specialist (Traffic Analyst)	0393.04
Communications Technician (COMINT)	0393.09
Communications Technician (ELINT)	0393.14
Cryptanalyst	1540.02
Cryptanalytic Aide	1541.01
Cryptographer	1540.01
Electronic Development Specialist	0856.08
Electronic Development Technician	0856.07
Electronic Engineer	0855.01
Electronic Specialist	0856.04
Electronic Technician	0856.02
Engineering Aide	0802.01
Equipment Specialist (Mechanical)	1670.04
Mechanical Engineer	0830.02
Operating Engineer	1862.01
Operations Officer	0136.01
Records Management Analyst	0306.02
Supply Officer	2001.02
Supply Requisition Distributions Officer	2010.05
Tabulation Project Planner	0359.03
Wire Equipment Specialist	0856.05
Wire Equipment Technician	0856.03

- 2 -

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Attachment B

Tentative grouping of related positions. Subject to revision based upon intra-panel arbitration. Each panel shall establish as many Competitive Evaluation Lists as are necessary for each group of related positions under respective panel cognizance.

<u>Position Title</u>	<u>Occupational Specialty No.</u>	<u>Number of Personnel</u>
-----------------------	-----------------------------------	----------------------------

PANEL A (Senior Officers Review Panel)

Communications Specialist	0393.01	
Communications Specialist (Operations)	0393.03	
Electronic Engineer	0855.01	
Communications Specialist (COMINT)	0393.13	
Communications Specialist (Security)	0393.02	
Cryptographer	1540.01	
Physical Scientist	1301.07	
Cryptanalyst	1540.02	

PANEL B (Operational)

Communications Technician (Radio)	0392.01	
Communications Specialist	0393.01	
Communications Specialist (Operations)	0393.03	
Education Specialist	1710.01	
Training Officer	1711.01	
Instructor Communications	1711.62	

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PANEL C (Communications Security)

Communications Specialist (Security)	0393.02	
Communications Specialist (Traffic Analyst)	0393.04	
Cryptographer	1540.01	
Physical Security Officer (Communications)	1810.08	
Tabulator Equipment Operator	0359.01	
Tabulator Project Planner	0359.03	
Statistical Assistant	1531.01	
Cryptmaterial Accounting Officer	2001.10	
Cryptmaterial Accounting Assistant	2001.11	
Cryptmaterial Accounting Clerk	2001.12	

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Attachment B

Position Title	Occupational Specialty No.	Number of Personnel
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PANEL D (Engineering and Technical)

Communications Specialist	0393.01
Engineering Aid	0802.01
Electronic Development Specialist	0856.08
Electronic Development Technician	0856.07
Engineering Draftsman	0818.01
Mechanical Engineer	0830.02
Electronic Engineer	0855.01
Electronic Engineer (Radio)	0855.04
Electronic Engineer (Instructor)	0855.18
Operations Engineer	1662.01
Equipment Specialist (Mechanical)	1670.04
Electronic Technician	0856.02
Wire Equipment Technician	0856.03
Electronic Specialist	0856.04
Wire Equipment Specialist	0856.05
Supply Officer	2001.01
Electronic Instructor	1711.65
Wire Equipment Instructor	1711.66

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PANEL E (Administrative and Clerical)

Intelligence Analyst	0132.35
Administrative Assistant	0301.02
Administrative Officer	0301.03
Administrative Services Assistant	0301.11
Clerk	0301.26
Mail and File Clerk	0305.05
Records Management Analyst	0306.02
Clerk Stenographer	0312.01
Secretary Stenographer	0318.01
Secretary (Typist)	0318.02
Clerk Typist	0322.01
Transportation Clerk (Typist)	2101.03
Information Control Clerk	0305.13
Information Control Clerk (Typist)	0305.14

PANEL F (Signal Intelligence)

Communications Specialist (Traffic Analyst)	0393.04
Operations Officer	0136.01

- 2 -
~~S-E-C-R-E-T~~

CONFIDENTIAL~~CONFIDENTIAL~~Position TitleOccupational Specialty No.

Attachment B

Number of PersonnelPANEL F (Signal Intelligence) - Continued

Communications Specialist	0393.01
Communications Specialist (Operations)	0393.03
Communications Technician (COMINT)	0393.09
Crypto Aid	1541.01
Communications Specialist (Technical Analyst)	0393.06
Cryptanalyst	1540.02
Communications Technician (Radio)	0392.01

PANEL G (Signal Centers)

Communications Technician (Cryptographer)	0308.03
Communications Traffic Officer	0393.07
Communications Traffic Clerk	0393.08
Communications Specialist (Signal Center)	0393.10
Supply Maintenance Helper	2001.02
Archives Assistant	1421.01
Communications Specialist	0393.01
Instructor Crypto	1711.63

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CONFIDENTIAL

C-O-N-F-I-D-E-N-T-I-A-L

17 April 1959

OFFICE OF COMMUNICATIONS ORDER NO. 7-59

SUBJECT: Communications Career Service

RESCISSIONS: OC ORDER 4-59, 29 January 1959
 OC ORDER 20-57 (Change #1), 24 March 1957
 OC ORDER 20-57, 23 September 1957
 OC MEMORANDUM 15-28, 7 October 1958
 OC NOTICE 21-58, 20 June 1958
 OC NOTICE 4-58, 4 February 1958
 OC NOTICE 13-57, 29 April 1957

C O N T E N T S

	Page
I GENERAL	1
II PURPOSE	1
III POLICY	2
IV ORGANIZATION	2
V RESPONSIBILITIES	3
VI PROCEDURES	
A. Competitive Evaluation	
Listings	4
B. Promotions	4
C. Assignments	6
D. Extensions of Tour	7
E. Marriage to Aliens	7
F. Career Staff Applications	8
VII EXCEPTIONS	8

I. GENERAL

25X1A This order establishes the policy, organizational structure, responsibilities, and procedures for administering a career service program within the Office of Communications, as prescribed by Agency Regulations 25X1A and (Revised 29 November 1956). The Communications Career Service is comprised of those personnel bearing and SC (Support-Commo) career designation. The Director of Communications is the head of the Communications Career Service.

II. PURPOSE

The purpose of the Office of Communications Career Service Program is to establish, develop, and maintain a group of specially qualified individuals who desire to devote themselves on a career basis to the performance of the missions and functions of the Office.

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C-O-N-F-I-D-E-N-T-I-A-L

III. POLICY

It is the policy of the Communications Career Service to:

A. Assign personnel in accordance with the requirements placed upon the Communications Career Service. Career development and personal circumstances will be considered to the maximum extent possible, consistent with the operational needs of the service.

B. Select the best qualified personnel for advancement on the basis of evaluation of all personnel of equal grade within a specialized competitive area.

IV. ORGANIZATION

In the administration of the Communications Career Service program there shall be five panels, each having cognizance over a group of similar and related SC positions. In reviewing personnel actions under individual panel cognizance, majority vote shall rule. The panels shall be as follows:

A. Panel A (Senior Officers Review Panel) membership:

1. Director of Communications, ex-officio
2. Deputy Director of Communications, Chairman
3. At least two other senior officers as appointed by the D/CO

B. Panel B (Operational Panel) membership:

1. Permanent chairman as appointed by the D/CO
2. Chief or Deputy, OC-E
3. Chief or Deputy, OC-SP
4. Chief of Operations or his designee

C. Panel C (Security-Cryptographic Panel) membership:

1. Permanent chairman as appointed by the D/CO
2. Chief or Deputy, Signal Centers
3. Chief or Deputy, Security Staff

D. Panel D (Technical Panel) membership:

1. Permanent chairman as appointed by the D/CO
2. Chief or Deputy, OC-E
3. Chief or Deputy, OC-SP
4. Chief or Deputy, OC-T *rescinded by SC Order 1-60*

- 2 -

C-O-N-F-I-D-E-N-T-I-A-L

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E. Panel E (Clerical-Administrative and Supply Panel) membership:

1. Permanent chairman as appointed by the D/CO
2. Chief or Deputy, OC-A
3. Chief or Deputy, OC-E
4. Executive Officer

The chairman of Panels B, C, D and E shall be a senior officer, appointed by the D/CO and shall be a permanent chairman of all four panels.

V. RESPONSIBILITIES

A. Panel A - Serves as the Competitive Evaluation Panel for all personnel in grade GS-14; reviews promotion recommendations from grade GS-13 to GS-14; initiates all personnel actions concerning positions or persons grades GS-14 and GS-15.

B. Panel B - To the extent possible, amalgamates the individual competitive evaluation lists (CEL's) from the journeyman level (see Att. A) through GS-13. On the basis of CEL's, reviews promotion and all other personnel actions.

C. Panel C - Same responsibilities as Panel B for all personnel under Panel C cognizance.

D. Panel D - Same responsibilities as Panel B for all personnel under Panel D cognizance.

E. Panel E - Same responsibilities as Panel B for all personnel under Panel E cognizance.

F. Permanent Chairman - In addition to the primary and continuing responsibility of chairing four separate panels, the permanent chairman shall, in the initial phases, be responsible for assisting the panels in the proper grouping of related positions within panels and shall recommend and arbitrate transfers of position reviewing cognizance from one panel to another where such action may be required. In order to assist the Staffs and overseas activities in competitively evaluating their personnel for subsequent amalgamation by the Panels, he shall assure that approved rating standards are provided for each competitive area. Where such standards do not exist, he shall recommend suitable rating standards for approval. The chairman shall be a voting member of each panel.

G. Chief, Administration Staff - Responsible for providing the necessary personnel management data and administrative support to the Panels; responsible for recommending actions for all personnel through GS-9 assigned to the Office of Communications who carry other than an SC designation directly to their career service, and all other personnel through the Director of Communications to their career service.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

H. Chiefs of Major Communications Activities - As indicated throughout Section VI.

I. Staff Chiefs - As indicated throughout Section VI.

VI. PROCEDURES

A. Competitive Evaluation Lists

25X1A6b

1. Chiefs of Major Communications Activities (Communication Areas, [REDACTED] and such other activities that may from time to time be established) shall compile a Competitive Evaluation List for personnel within their Activity by competitive area and grade, coinciding with the schedule for the submission of fitness reports (see instruction sheet on fitness report form). Where there is only one person in a competitive area, a CEL will not be submitted, but a brief evaluating statement will be submitted on the individual. CEL's will not be prepared on personnel who have not yet reached the journeyman level (see Att. A). Concurrent with the submission of the CEL's a one line statement as to whether or not promotion is recommended will be made. The field will rate personnel who departed from their area within three months of the date the CEL's are compiled, and omit those who arrived in their area within three months of that date. Personnel who, by virtue of being in a travel, training or leave status, would not fall within the rating purview of either the losing or gaining activity, shall be rated by the cognizant Headquarters Staff. The competitive evaluation lists will be forwarded to Headquarters with each competitive area listed separately for consolidation into world-wide listings at Headquarters.
2. Staff Chiefs shall prepare CEL's on Headquarters personnel under their cognizance coinciding with the submission of fitness reports. The Divisions shall be responsible for collecting evaluating data for CEL purposes on those personnel assigned to exempted activity stations. The field and Headquarters CEL's will then be consolidated by the cognizant staff, and forwarded to the appropriate panel where inter-staff amalgamation will be accomplished in the case of similar competitive areas. Before acting upon promotion recommendations on personnel, in the event Headquarters differs with the relative rank order listing submitted by the field (VI A.1.), or with the field's recommendation against promoting, Headquarters shall correspond with the field in an attempt to resolve the difference.

B. Promotions

1. Journeyman Level and Above - On the basis of the world-wide CEL's and available openings at the next higher grade,

- 4 -

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

promotion action will be initiated by the cognizant staff. Promotion actions initiated by the staffs shall be reviewed by the appropriate panel, the ID/CO, approved by the D/CO and processed by the Administration Staff. In the case of promotion recommendations on GS-13's, the action shall be reviewed by Panel A.

2. Below Journeyman Level - Promotion actions on personnel below the journeyman level will be initiated and approved by the cognizant Activity or Staff Chief. Field actions shall be submitted by dispatch to the cognizant Headquarters Staff, and Headquarters actions shall be submitted by memorandum. In both cases, the actions shall be submitted directly to the Administration Staff for processing.
3. Promotion actions on personnel in grade GS-14 will be initiated by Panel A, forwarded to the D/CO for approval and to the Administration Staff for processing.
4. Grade promotions are approved in one step increments, except in the case of GS-9 to GS-11, where a two step increment is the approved progression. Certain professional scientific and engineering jobs as authorized by the Civil Service Commission, are approved for progression from GS-7 to GS-9.
5. Personnel will enter the zone of consideration for promotion when they have served in their current grade in the Agency for the period indicated below:

GS-1 through GS-6	6 months
GS-7 through GS-11	12 months
GS-12 through GS-13	18 months
GS-14	24 months
6. Normally, action will not be taken to promote personnel until after they have entered the zone of consideration. Exceptions can be made when it is clearly established that:
 - a. An employee was initially employed at a grade below that for which he has subsequently been found to be qualified,
 - b. An employee is properly qualified for promotion based on his experience prior to his present assignment, or
 - c. Such exception is necessary to recognize and utilize an employee's outstanding ability.
7. Personnel may be promoted one step above the authorized grade of the position to which he is assigned (Personal Rank

- 5 -

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Assignment) provided that such personnel will be assigned to a position commensurate with his grade at the earliest opportunity, and not to exceed one tour of duty [REDACTED]

25X1A

8. The Chief, Administration Staff, shall notify the Chiefs of Field Activities when promotion recommendations have been approved by the Office of Communications. Effective dates of promotion actions shall be forwarded to the field by the Administration Staff when received from the Office of Personnel.

C. Assignments

1. Initial assignment of newly recruited personnel up to the journeyman level will be based upon a memorandum submitted by the cognizant staff to the Administration Staff. This shall include assignments to positions at Headquarters and overseas. Chiefs of Major Communications Activities and Headquarters component chiefs may reassign personnel up through and including the journeyman level on a permanent basis within their Activity providing the reassignment is not to a position above the journeyman level and is in the same specialty. Headquarters shall be advised when such reassignments are made.
2. Recommendations for assignment or reassignment of personnel from the journeyman level through GS-13 will be initiated by the cognizant staff and submitted on CC Form 928 to the appropriate panel. The recommendation shall be reviewed by the panel, the DD/CO, and submitted to the D/CO for approval, and the Administration Staff for processing. When personnel in grade GS-13 are being recommended for reassignment to a GS-14 position, the recommendation shall be reviewed by Panel A. Recommendations from Chiefs of Major Communications Activities for the reassignment of personnel above the journeyman level through GS-13 within their Activity, will also be processed as outlined above.
3. Assignment and reassignment actions on personnel of grade GS-14 and GS-15 shall be initiated by Panel A, approved by the D/CO and forwarded to the Administration Staff for processing.
4. Normally, individuals shall not be reassigned to a position which is more than one step higher than that held by the individual.
5. Assignments and reassignments shall be based upon the following factors:
 - a. Needs of service
 - b. Position on the Competitive Evaluation List

- 6 -

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

- c. Career Development of the individual
 - d. Cover considerations
 - e. Individual's preference for reassignment
 - f. Number, age, and health of dependents and other personal considerations
 - g. Working and living conditions at the proposed post
6. Field Reassignment Questionnaires (FRQ) shall be forwarded to Headquarters by overseas personnel eight months prior to the end of a duty tour [REDACTED]. The Administration Staff shall route the FRQ with biographic information to the cognizant staff. The staff shall prepare a recommendation for reassignment on OC Form 928 and submit it to the appropriate panel for review.
7. Eighteen months after entering on duty at Headquarters, and at least every two years thereafter, Headquarters personnel shall prepare a Reassignment Questionnaire (special form for Headquarters personnel) and submit it to the Chief of their component. Due to changing personal circumstances, a Reassignment Questionnaire may be submitted outside the above schedule at the discretion of the employee. If the Component Chief concurs in the request (be it for overseas, to another OC component, or to remain in his present job), the Chief shall prepare a recommendation on Form 928 for submission to the appropriate panel. If the Chief does not concur in the reassignment request, he shall so indicate on the Reassignment Questionnaire and submit it to the appropriate panel for review. If an individual desires assignment to a position in the Agency outside the Office of Communications, he shall submit his request by memorandum through the same channels as outlined above.

25X1A

D. Extension of Tours

Requests for extensions of tours must be forwarded to Headquarters 120 days prior to the submission of the FRQ; i.e., twelve months prior to the end of an individual's tour. When the extension request is for a period of less than six months it may be approved by the Activity Chief, but Headquarters must be advised of the action. This action must also be forwarded to Headquarters no later than 12 months prior to the end of an individual's tour. Requests for extensions in excess of six months must be considered by the cognizant Headquarters Staff, reviewed by the appropriate panel, the DD/CO, and approved by the D/CO.

E. Marriage to Aliens

If an employee contemplates marriage to an alien, he shall submit the required information in accordance with [REDACTED] paragraph 3.a.(1) and (2). The biographic data on the individual as

25X1A

- 7 -

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

required by applicable regulations shall be reviewed by the cognizant Staff Chief. After the review, the Staff Chief shall prepare a recommendation on Form 928 as to whether or not the individual should continue to be employed. If continued employment is recommended, justification shall be provided as to why, in view of his limited assignability, the individual should be retained as an employee. The recommendation shall be reviewed by the appropriate panel, the DD/CO, and approved by the D/CO. It shall then be forwarded to the Administration Staff which is responsible for notifying the Director of Personnel of the D/CO's recommendation in the case.

F. Career Staff Applications

Career Staff applications, after being signed by the applicant shall be returned to the Administration Staff. After a review of all available records on the individual, the signed application with any pertinent comments will be forwarded to the cognizant Staff Chief for his recommendation, to the appropriate panel for endorsement, and to the D/CO for his recommendation to the Agency Career Panel.

VII. EXCEPTIONS

The Director of Communications, as an Operating Official and Head of a Career Service, may take exception to procedures as outlined herein when unusual or unpredictable circumstances are involved.


Director of Communications

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Distribution: #3

Attachments (2)

C-O-N-F-I-D-E-N-T-I-A-L

Attachment A

Tentative listing of Journeyman Levels. Subject to review and revision by the panels.

GS-4

Clerk
Mail & File Clerk
Clerk Typist
Transport Clerk (Typing)
Storage Clerk
Archives Clerk

GS-5

Secretary-Stenographer
Intelligence Analyst
Clerk Stenographer
Info Control Clerk
Lab Equipment Operator
Naval Traffic Clerk
Secretary-Typing
Stenographer-General

GS-6

Records Management Analyst
Archives Assistant

GS-7

Supply Assistant
Admin Assistant
Property & Supply Assistant
Statistical Assistant
Comm Technician (CRYPT)
Comm Traffic Officer
Supply Requisition Distribution Assistant
Engineer Craftsman
Equipment Tech Mech
Engineering Aide

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Attachment A (Continued)

GS-8

Commo Tech (AM)
Commo Tech (R)
Commo Tech (RAD)
Commo Tech (RSA)

GS-9

Electronic Engineer
Electronic Tech
Electronic Spec
Cryptographer
Supply Officer
Tab Project Planner
Wire Equip Tech
Supply Requisition Distribution Officer
Mechanical Engineer
Wire Equip Spec
Equip Spec Mech
Operating Engineer

- 2 -

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Attachment B

Tentative grouping of related positions. Subject to revision based upon intra-panel arbitration. Each panel shall establish as many Competitive Evaluation Lists as are necessary for each group of related positions under respective panel cognizance.

PANEL BApproximate No. Positions

Commo Spec	1121.01
Commo Spec (Ops)	1121.03
Commo Tech (AF)	1121.11
Commo Tech (E)	1121.09
Commo Spec (SA)	1121.09
Training Officer	1171.01
Educational Spec (Ops)	1170.01
Instructor Commo (Ops)	1171.51
Commo Tech (RAD)	0308.03
Commo Tech (RSA)	1121.09
Commo Spec (SEC MONITOR)	1121.02

Total

PANEL C

Commo Spec (SEC)	1121.02
Cryptographer	1540.01
Physical Security Officer	1810.03
Commo Spec (TRAF ANAL)	1121.04
Educational Spec (Sec)	1170.01
Instructor Commo (CRYPTO)	1171.51
Commo Spec (SC)	1121.10
Commo Tech (CRYPT)	0308.03
Commo Traffic Officer	1121.07
Commo Traffic Clerk	1121.08

Total

PANEL D

Electronic Engineer	0855.01
Electronic Tech	1671.03
Electronic Spec	1671.03
Instructor Commo (Tech)	1171.51
Wire Equip Tech	1671.04
Mechanical Engineer	0830.01
Engineer Draftsman	0615.01

C-O-N-F-I-D-E-N-T-I-A-L

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C-O-N-F-I-D-E-N-T-I-A-L

Attachment B (Continued)

Wire Equip Spec	1671.04
Equipment Tech Mech	1670.04
Equipment Spec Mech	1670.04
Engineering Aid	0802.01
Operating Engineer	1662.01
Electronic Eng Instructor	0855.16

Total

PANEL E

Secretary (Steno)	0318.01
Intelligence Analyst	0312.35
Records Management Analyst	0306.01
Clerk	0301.26
Mail and File Clerk	0305.05
Clerk (Steno)	0312.01
Supply Assistant	2001.01
Admin Assistant	0301.02
Clerk Typist	0312.01
Admin Services Officer	0301.03
Info Control Clerk	0305.13
Transport Clerk (Typing)	2103.03
Supply Officer	2001.01
Property and Supply Assist.	2040.01
Storage Clerk	2030.22
Tab Project Planner	0359.03
Tab Equipment Operator	0359.01
Statistical Clerk	1531.01
Statistical Assistant	1531.01
Training Assistant	1511.01
Supply Maintenance Helper	2001.02
Archives Assistant	1421.01
Archives Clerk	1421.01
Supply Requisition	
Distribution Officer	2010.05
Supply Requisition	
Distribution Assistant	2010.05
Secretary (Typing)	0318.02
Admin Officer	0301.03
Storekeeper (General)	2030.11

Total

25X9A2

- 2 -

C-O-N-F-I-D-E-N-T-I-A-L

Approved For Release 2000/08/16 : CIA-RDP80-01826R000300080002-3



Approved For Release 2000/08/16 : CIA-RDP80-01826R000300080002-3

Promotion
Finance
?

Approved For Release 2000/08/16 : CIA-RDP80-01826R000300080002-3



Approved For Release 2000/08/16 : CIA-RDP80-01826R000300080002-3

Questions for Red Staff

10 Sept.

1. Have "examination & testing procedures" been established? Like what?

2. What panels are there other than the "Mechanical Technicians Panel"?

Medical

Promotion
Medical Staff

28 July 1959

(1) Promotion is based on competitive performance, capabilities, and ability to accept greater responsibilities. Examination and testing procedures will be established as applicable.


(2) It is the policy to fill ^{the} positions of the Medical Staff from within. However, the Chief, Medical Staff, will make exception to such policy when, in his opinion, position requirements could not be satisfied by on-duty capabilities.

21 April 1964

Report of Competitive Evaluation of Medical Technician Personnel in Grade GS-9.

The Panel met to evaluate under the provisions of

25X1A

 - Med. Tech. Personnel in GS-9 regardless of time in grade. Individuals evaluated were found to merit promotion in the order indicated etc. - -

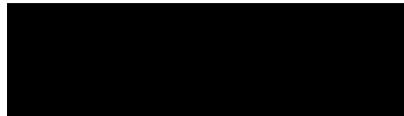
~~Scale ranging~~ with the figure behind each name ~~indicating the Panel's numerical consensus~~ (lower figure indicating higher rating with scale ranging from 3 to 4 etc.)

19 Mar 64

Dispatch to field Station

1. As a result of a competitive evaluation for promotion under the provision of — has been found qualified for promotion.

2. Your recommendations and/or comments with this matter are requested.



25X1A

Taken from Memo from Medical Staff Page 4.

28 July 1959

3 Guidance
c. Promotion

(1) Promotion is based on competitive performance, capabilities, and ability to accept greater responsibilities. Examination and testing procedures will be established as applicable.

(2) It is the policy to fill the top positions of the Medical Staff from within. However, the Chief, Medical Staff, will make exception to such policy when, in his opinion, position requirements could not be satisfied by on-duty capabilities.

Approved For Release 2000/08/16 : CIA-RDP80-01826R000300080002-3

Approved For Release 2000/08/16 : CIA-RDP80-01826R000300080002-3

25X1A9a

Question for [REDACTED]

10 Sept

Does Dir./Log. approve all
positions to GS-7 & above?

Personnel Officer approves those
to GS-6 & below?

The determination of the number
of individuals recommended takes
account of available headroom?

25X1A9a

Per: [REDACTED]

14 Sept

Per. Officer approves positions
thru GS 7 and traces thru GS-9
Director of Log approves these

→ yes!

LOGISTICS
1 Aug

Logistics Promotion Program

30 Mar 1960 Logistics Promotion Program

Policy - Except in unusual circumstances, promotion will not exceed the SLCSSA and an employee will not be promoted to a grade higher than the grade of the position to which he is assigned.

- A. GS-1 thru GS-6 non competitive
GS-7 thru GS-14 - competitive
7-10 considered twice/yr.
11-14 once each yr.

B. Six Panels Supply Printing Services
 Procurement Real Estate & Construction
 Transportation Miscellaneous

C. Review by Sub-Committees

1. Six sub committees composed of Chief of the OL Division whose personnel are being considered + Chief Admin. Staff + a representative of the Personnel Branch.
2. Each sub committee considers the individual panels of the Eligibility Promotion List and based upon a competitive evaluation of performance, qualifications, potential, length of service, acceptance of Senior Staff, dedication, and value to the Agency recommends those who merit consideration by the Logistics

Career Board.

3. To formally record - each Committee will assign each employee a rating on a Comparative Evaluation Form.

D. Compilation of Recommended Promotion List

1. Logistics Career Board meets & considers the Eligibility Promotion List, the ratings made by the sub-committee on the Comparative Evaluation Form, the recommendations of the Sub-Committees of those employees who merit promotion consideration and the current Log CSSA. The Board then selects those to be recommended and considers Recommended Promotion List. Those recommended for PRA are notated.
2. Promotion lists forwarded to Head of SL Service with a report of promotional headroom available.

E. Head of SL Service Approves or disapproves the promotion of individuals on the Recommended Promotion List

F. The individual's Staff or Division Chief is

notified. They then submit 1152 with a statement of reason & probable duration of PRA's.

5 December 1961 Promotion Policy and Procedures

A Policy

1. It is the intent of the SACS to develop and broaden its members to the greatest possible degree. To the individual the most tangible manifestation of career development is recognition in the form of advancement. This Instruction is designed to ensure that the most deserving careerists are selected for promotion and, further, that the number of promotions made will be the maximum which is consistent with good management.

2. Promotions to a grade which exceeds the grade of the position occupied will be approved only when selection for promotion is made on a competitive basis and when there is a plan to assign the person so promoted to a position of equal or higher grade within a reasonable time.

3, the number of promotions to be made at the various grade levels during fiscal year will be governed by the approved CSSA.

B. Schedule of Promotion Reviews

<u>Grade</u>	<u>During Month of</u>
GS-14	July
GS-12 & 13	April
GS-11	Jan.
GS-09 & 10	Jan. & July.
GS-7 & 8	March & Sept.

Procedures

a. Competitive Promotion

- (1) Prior to competitive promotion reviews the Personnel Offices will prepare rosters of Careers arranged by functional background:
- (2) Planning, Supply, Procurement, Transportation, Administrative (Support), Printing Service, Real Estate & Construction. (How arranged?)

- (2) Each member of the Board will rank the personnel in that roster which reflects his functional responsibility except that the Chairman will give special attention to Logistics Careenists assigned outside the Office of Logistics and who have been recommended or whose records indicate exceptional performance. The Personnel Officer & the Career Management Officer will meet with each member of the Board to discuss the ~~rankings~~ rankings and record the names of those recommended for promotion.
- (3) Rankings determined by the Board (or Career Panel) will be submitted to the Head of the Career Service for approval.

b. Other Promotions (6 & below)

- (1) Requests forwarded to Personnel Officers at such times as Chiefs of Staffs & Divisions and Field Stations may deem appropriate
- (2) If promotional headroom exists & the Promotion is consistent with Current

criteria, the request will be forwarded to OP for final review & action. If number of positions under CSST is exhausted, a roster will be maintained showing date of receipt so that earliest recommendations received may be considered for promotion as quotas become available.

INSTRUCTION NO.
LI 20-3

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LI 20-3
PERSONNEL
5 December 1961

SUBJECT: Promotion Policy and Procedures

RESCISSION: LI 20-580-2 dated 30 March 1960 (took out)

1. GENERAL

This Instruction establishes policy and procedures for implementing the Agency's promotion program within the Logistics Career Service.

2. POLICY

- a. It is the intent of the Logistics Career Service to develop and broaden its members to the greatest possible degree. To the individual the most tangible manifestation of career development is recognition in the form of advancement. This Instruction is designed to ensure that the most deserving careerists are selected for promotion and, further, that the number of promotions made will be the maximum which is consistent with good management.
- b. Promotion of members of the Career Service in grades GS-07 through GS-14 will be accomplished on a competitive basis.
- c. Promotion of members of the Career Service in grades GS-06 and below and careerists whose salaries are computed on an hourly basis (W, L, S, LB and GP) will be effected in accordance with procedures described in paragraph 4b below.
- d. Promotions to a grade which exceeds the grade of the position occupied will be approved only when selection for promotion is made on a competitive basis and when there is a plan to assign the person so promoted to a position of equal or higher grade within a reasonable time.
- e. Promotion of Logistics careerists will be made in accordance with the criteria in Agency [REDACTED]
- f. The number of promotions to be made at the various grade levels during fiscal year will be governed by the approved Career Service Staffing Authorization (CSSA).

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3. SCHEDULE OF PROMOTION REVIEWS

- a. Schedule of Competitive Promotion Reviews

Competitive reviews will be conducted annually and semiannually in accordance with the following schedule:

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INSTRUCTION NO.
LI 20-3LI 20-3
PERSONNEL
5 December 1961

<u>Grade</u>	<u>During the Month of</u>
GS-14	July
GS-12 & GS-13	April
GS-11	January
GS-09 & GS-10	January & July
GS-07 & GS-08	March & September

b. Noncompetitive Promotions

Promotion of careerists grade GS-06 and below, and hourly-rate careerists, will be based on the recommendation of their Staff or Division Chief and may be effected at any time.

4. PROCEDURESa. Competitive Promotions

- (1) Prior to competitive promotion reviews the Personnel Officer will prepare rosters of careerists arranged by functional background: i.e. Planning, Supply, Procurement, Transportation, Administrative (Support), Printing Services, or Real Estate and Construction.
- (2) Each member of the Board will rank the personnel included in that roster which reflects his functional responsibility except that the Chairman will give special attention to Logistics careerists assigned outside Office of Logistics and who have been recommended for promotion or whose records indicate exceptional performance. The Personnel Officer and Career Management Officer will meet with each member of the Board to discuss the rankings and record the names of those recommended for promotion.
- (3) Rankings determined by the Board (or Career Panel) will be submitted to the Head of the Career Service for his approval. The Secretary will notify Board members of the names of candidates approved for promotion.

b. Other Promotions

- (1) Request for promotion of members of the Career Service in grades GS-06 and below and members paid at an hourly rate will be forwarded to the Personnel Officer at such times as Chiefs of Staffs and Divisions and Field Stations may deem appropriate.
- (2) If promotional headroom exists and the promotion is consistent with current criteria the request will be forwarded to the Office of Personnel for final review and action. In the event

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INSTRUCTION NO.
LI 20-3

LI 20-3
PERSONNEL
5 December 1961

the number of promotions authorized under the CSSA becomes exhausted, a roster will be maintained showing date of receipt so that earliest recommendations received may be considered for promotion as quotas become available.

[REDACTED]

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JAMES A. GARRISON
Director of Logistics

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INSTRUCTION NO.
LI 20-580-2

LI 20-580-2
PERSONNEL
30 March 1960

Rescinded

SUBJECT: Logistics Promotion Program

RESCISSION: LI 20-580-1 dated 27 May 1957

1. GENERAL

This Instruction establishes policy and procedures for implementing the Agency's promotion program within the Logistics Career Service.

2. POLICY

- 25X1A
- a. Policy concerning the promotion of employees to supergrade positions is contained in Agency [REDACTED]
 - b. Wage Board employees (includes all W, L, S, LB, and GPO) will not be given grade promotions unless appropriate slots exist into which they may be promoted.
 - c. Except in unusual circumstances, promotions will not exceed the Logistics Career Service Staffing Authorization; and an employee will not be promoted to a grade higher than the grade of the position to which he is assigned.

3. PROCEDURES

a. Determination of Number of GS Promotions Available

The Administrative Staff will maintain the Career Service Staffing Authorization approved for the SL Career Service on a current basis and will determine the promotional headroom (number of spaces available for promotion) existing at each grade level. Promotional headroom at each grade level is computed by subtracting from the total number of authorized SL positions at such level, domestic and overseas, the total number of SL designees in the grade, plus the military and non-SL personnel encumbering SL slots of the same grade level.

b. Promotion of GS Employees--Grades 1 through 6 and Wage Board Employees

(1) Initiation of Promotion Requests

Chiefs of Divisions or Staffs, or Chiefs of Field Stations are responsible for initiating recommendations for promotion requests and completing Request for Personnel Action (Form 1152).

INSTRUCTION NO.
LI 20-580-2

LI 20-580-2
PERSONNEL
30 March 1960

(2) Processing of Promotion Requests

- (a) The Administrative Staff will route promotion requests for OL employees assigned outside the Office of Logistics to the appropriate OL Division or Staff Chief for review and pertinent comment.
- (b) If promotional headroom exists and the Administrative Staff concurs in the promotion, the request will be forwarded to the Office of Personnel for final review and action. In those instances where there is no promotional headroom, the Administrative Staff will maintain a roster of promotion recommendations by dates of receipt so that the earliest recommendation may be considered for approval upon availability of headroom.

c. Promotion of GS Employees--Grades 7 through 14

(1) Frequency of Consideration

Employees in grades 11 through 14 will be considered for promotion once a year, while those in grades 7 through 10 will be considered twice a year. Exceptions to the regular annual or semiannual review may be requested by Staff or Division Chiefs in cases in which they feel that an employee is especially deserving of early consideration. Such requests will be forwarded to the Administrative Staff for screening against all eligibles in the promotion bracket; and, if Administrative Staff determines that the individual meets all necessary criteria, the case will be presented to the Logistics Career Board for its recommendation.

(2) Compilation of Eligibility Promotion Lists

Prior to consideration by the Logistics Career Board, the Personnel Branch will assign each employee to one of six panels: Supply, Procurement, Transportation, Printing Services, Real Estate and Construction, and Miscellaneous. These lists will be titled Eligibility Promotion Lists and will be used by the Logistics Career Board as a guide.

(3) Review by Sub-Committees

Prior to consideration by the Logistics Career Board, Sub-Committees of the Board will meet to consider each employee. There will be ix Sub-Committees--one for each of the panels in para. (2) above.

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INSTRUCTION NO.
LI 20-580-2

LI 20-580-2
PERSONNEL
30 March 1960

Each Committee is composed of three individuals: the Chief of the OL Division whose personnel are being considered, the Chief, Administrative Staff, and a representative of the Personnel Branch. Each Committee considers the individual panels of the Eligibility Promotion List, and on the basis of a competitive evaluation of employees' performance, qualifications, potential, length of service, acceptance of Career Staff obligations, and value to the Agency, recommends those who merit consideration by the Logistics Career Board. To formally record the efforts of its consideration, each Committee will assign each employee a rating on a Comparative Evaluation Form.

(4) Compilation of Recommended Promotion Lists

- (a) The Logistics Career Board will meet and consider the Eligibility Promotion List, the ratings made by the Sub-Committee on the Comparative Evaluation Form, the recommendations of the Sub-Committees of those employees who merit promotion consideration, and the current Logistics Career Staffing Authorization. As a result of its consideration, the Logistics Career Board will select those employees who are to be recommended to the Head of the Logistics Career Service for promotion. Lists of names of those recommended for promotion by the Logistics Career Board will be known as Recommended Promotion Lists.
- (b) If appropriate slots are not available into which employees whose names appear on the Recommended Promotion List can be promoted, the Board will indicate by an asterisk those employees who are to be considered for Personal Rank Assignments.
- (c) The Recommended Promotion Lists will be forwarded to the Head of the Logistics Career Service together with a report of the promotional headroom available.

(5) Head of Logistics Career Service

The Head of the Logistics Career Service will approve or disapprove the promotions of individuals on the Recommended Promotion Lists.

(6) Processing of Promotions

Upon approval of a promotion by the Head of the Logistics Career Service, the individual's Staff or Division Chief will be notified.

INSTRUCTION NO.
LI 20-580-2

LI 20-580-2
PERSONNEL
30 March 1960

who, in turn, will submit a Request for Personnel Action (Form 1152) to the Personnel Branch for processing. Promotion requests creating Personal Rank Assignments will include a statement of the reason for the PRA and the probable duration. Personnel receiving promotions of this nature will be assigned to appropriately graded positions at the earliest possible date.

d. Personal Rank Assignments

In those few instances where it is determined that an employee should be promoted to a grade that exceeds the grade of the position to which he is assigned, such promotions will be known as Personal Rank Assignments. The Logistics Career Board may recommend such a promotion to enable an employee to be competitively promoted and complete a specific tour or assignment in a position of grade lower than his grade after promotion.

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OL/AS/P&T: [REDACTED]:mel

[REDACTED]
JAMES A. GARRISON
Director of Logistics

Approved For Release 2000/08/16 : CIA-RDP80-01826R000300080002-3

Approved For Release 2000/08/16 : CIA-RDP80-01826R000300080002-3

Promotion Office of Security

~~#751~~

1953 - Promotion Policy - The following promotion policy is hereby to be applied to Security Office Employees on our roles as well as those on assignment elsewhere with Security Office cover designations.

To be eligible an employee should:

(1) be performing in the specific assignment at the level required of the higher grade to which he is proposed to be promoted.

(2) Possess the general characteristics of maturity, good judgment and other elements commensurate with the grade level involved.

(3) Have served in the present grade and have acceptable experience as set forth below. Time in grade should be considered solely as a qualifying requirement and not as a signal for implementing promotion action.

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13 July 1959

OS DIRECTIVE NO. 59-3

SUBJECT: OS - Administrative
(Promotion Policy)

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1. Effective 15 May 1959 promotion actions for all staff personnel became limited to one grade advancements in accordance with the provisions of Notice [REDACTED]

2. Accordingly, the following promotion policy will be effective immediately with respect to personnel in grades GS-7, 8, 9 and 10:

a. Personnel in grades GS-7 and GS-9 (after six months in grade) may be considered for promotion at the time of recommendation even though it is outside the scheduled period for consideration of those grades by the Career Service Board.

b. The minimum time in grade for personnel in GS-8 and GS-10 will, under normal circumstances, be six months, pending revised Agency requirements. Personnel in GS-8 and GS-10 will, however, be considered for promotion during the regularly scheduled periods as set forth in Office of Security Directive No. 58-5, dated 8 December 1958.

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[REDACTED]
Shirley Edwards
Director of Security

Distribution: All Supervisory Personnel

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8 December 1958

OFFICE OF SECURITY DIRECTIVE NO. 58-5

FOR : All Office of Security Employees

SUBJECT: Consideration of Promotions

1. The Agency has adopted a new Fitness Report which will be submitted annually on specific dates for each grade category. The new reporting system will be effective 1 January 1959, and the first grades which will be covered by the new Fitness Report will be GS-12 and 13 for the period ending 31 December 1958.

2. In order to synchronize promotion considerations with the new fitness reporting system, the Career Service Board will henceforth regularly consider recommendations for promotions on an annual basis within specified dates following the receipt of Fitness Reports in each grade. However, to avoid inequities which might result from the delay of promotions of eligible and deserving persons, following the annual consideration, the Career Service Board will consider such cases at specified dates six months after the annual consideration. A schedule showing the dates for promotion considerations is attached. This supersedes the schedule previously published under paragraph 7 of OS Notice 57-12 dated 11 December 1957.

3. Further, in order to prevent inequities to persons in grades GS-7 thru 11, resulting from the rescission of the above mentioned schedule under paragraph 7 of OS Notice 57-12, supervisors should, during the change-over period, submit recommendations at this time for promotions of eligible and deserving persons in grades GS-7 thru 11 without regard to the new schedule for submittal of Fitness Reports. The Career Service Board will consider these recommendations during January 1959 for persons in grades GS-7 thru 9 and during March 1959 for persons in grade GS-11. Thereafter, and as a continuing program, starting with grade GS-12, supervisors should make promotion recommendations for eligible and deserving employees in each grade regularly at an early date after the schedule of Fitness Reports in the grade concerned and prior to the month scheduled for Career Service Board consideration, as set forth in the schedule.

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SUBJECT: Consideration of Promotions


4. The object of this program is to confine, insofar as is feasible, the consideration of promotions in each grade (GS-7 and above) to specific periods so that all promotion recommendations in a particular grade may be reviewed during the same period and thus insure that all eligible and qualified personnel are considered for appropriate promotions. The following procedural policy is established for implementing promotions:

a. Actions on promotions of personnel in grades GS-1 thru 6 may be implemented at any time by a supervisor requesting A&TS through channels to take necessary action with respect to a specific eligible person for whom a vacancy exists in the next appropriate grade. Such promotions are acted upon after the service records of the personnel concerned are reviewed to insure that they are qualified and eligible, and the records of other eligible personnel in the grade are also reviewed and considered in order to insure that the best qualified and deserving person receives the promotion.

b. Actions for promotions of personnel in grades GS-7 and above are initiated by supervisors making recommendations thru channels (and A&TS) to the Career Service Board. These recommendations should be timed to occur shortly after submission of the Fitness Reports for the persons concerned and prior to the month scheduled for Career Service Board consideration. Supervisors may recommend promotion of eligible and deserving personnel at other times when postponement until after the receipt of the next Fitness Report would be inequitable or inadvisable. Career Service Board consideration of such recommendations will take place six months after the first scheduled Career Service Board consideration of promotions in the grade concerned, as shown in the attached schedule.

5. Final authority in all personnel actions rests with the Director of Security.

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Stephen Edwards
Director of Security

Attachment

~~CONFIDENTIAL~~

OFFICE OF SECURITY
SCHEDULE FOR PROMOTION CONSIDERATIONS

Grades	Deadline for Fitness Reports	Promotion Considerations By Career Service Board (Not later than dates below)
GS-1 thru 5	Hq. - 30 Apr Fld. - 31 May	Not Applicable
GS-6	Hq. - 31 July Fld. - 31 Aug	Not Applicable
GS-7 thru 8	Hq. - 31 July Fld. - 31 Aug	(1) November and (2) May
GS-9	Hq. - 31 Oct Fld. - 31 Nov	(1) March and (2) September
GS-10 thru 11	Hq. - 31 Oct Fld. - 30 Nov	(1) March and (2) September
GS-12	Hq. - 31 Jan Fld. - 28 Feb	(1) June and (2) December
GS-13	Hq. - 31 Jan Fld. - 28 Feb	(1) June and (2) December
GS-14	Hq. - 30 Apr Fld. - 31 May	(1) August and (2) February

- (1) Regular annual consideration following annual fitness report and competitive evaluation.
- (2) Special semi-annual consideration of deserving cases arising after annual consideration.

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Col Edwards
SS

11 December 1957

OS NOTICE 57-12

SUBJECT: Competitive Promotion Program

1. The purpose of this Notice is to explain to all personnel of the Office of Security the procedures which have been established within this office in connection with the Agency program for competitive promotions.

2. Implementation of the Agency Competitive Promotion Program is provided for through the competitive evaluation of all personnel from grades GS-7 through GS-14 who have entered the zone of eligibility for promotion by virtue of having been in grade the prescribed length of time. Formal evaluations are not required for grades GS-6 and below but the basic principles of competitive promotion will be applied to their promotions.

3. In the implementation of this program in the Office of Security, five Evaluating Panels composed of senior personnel have been appointed to evaluate eligible personnel in each grade and to establish lists in order of rank for each grade in the following areas:

For GS-13 and GS-14 (1 Panel)
Senior Grades Panel

For GS-7 through GS-12 (4 Panels)
Investigation and Operational Support Panel
Personnel and Physical Support Panel
Staff Components Panel
Overseas Panel

4. The basic elements on which each person is evaluated are:

Performance
Qualifications
Value to the Agency
Acceptance of Career Obligation
Time in Grade

5. The sources of information used by the Evaluating Panels to evaluate personnel on the above listed elements are the fitness reports, personal history statements, performance records, administrative records, training records, etc.

6. The rankings thus established by each Panel are reviewed by the Career Service Board, and approved by the Director of Security. These rankings are then used by the Career Service Board in considering supervisors' recommendations for promotions.

7. Hereafter, recommendations for promotions of personnel in grades GS-7 through GS-14 will be considered by the Career Board twice yearly. Similarly, the Evaluating Panels will review, evaluate and rate all eligible employees twice yearly and will do so during the month preceding that in which the promotions in a particular grade are considered by the Career Service Board. The schedule of evaluations and promotion considerations follows:

<u>Grade</u>	<u>Panel Evaluations</u>	<u>Promotion Considered by Career Board</u>
GS-7 and 9	December & June	January & July
GS-11	January & July	February & August
GS-12	February & August	March & September
GS-13 and 14	March & September	April & October

8. Supervisors should endeavor to restrict their recommendations for promotions in grades GS-7 through GS-14 to the periods immediately prior to the months in which the Career Service Board is scheduled to consider promotions of the grade concerned, unless there is a compelling reason for considering a promotion on an immediate basis. There are no such period limitations for submittal of recommendations for promotion for grades GS-1 through GS-6.

9. It must be quite apparent to all that as the Agency matures and reaches the limit of its authorized personnel ceiling there is an accompanying decrease in promotion possibilities. Therefore, the successful accomplishment of the Security mission in the Agency makes it imperative that equity, objectivity and impartiality be insured to the maximum in the development and promotion of deserving personnel. It is believed that the program adopted in the Office of Security will go far in achieving these objectives.

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Shepherd Edwards
Director of Security

Approved For Release 2000/08/16 : CIA-RDP80-01826R000300080002-3



Approved For Release 2000/08/16 : CIA-RDP80-01826R000300080002-3

OFFICE OF TRAINING

NOTICE
No. 5-63

17 July 1963

SUBJECT : Competitive Rankings for Promotions

REFERENCE : OTR Regulation 23-5, "Promotion Recommendations"

RESCISSON: OTR Notice No. 27-61 dated 28 December 1961

1. Members of the Training Career Service will be ranked for promotion purposes annually, in accordance with the following schedule:

<u>Grade Levels</u>	<u>Months</u>	<u>Ranked By</u>
GS-14	Sep	Career Board
GS-13	Nov	Career Board
GS-12	Feb	Career Board
GS-11	Mar	Promotion Panel (Board approval in Apr)
GS-09 & 10	May	Promotion Panel (Board approval in Jun)

2. Competitive rankings will be made at the regularly scheduled promotion meetings. Specific promotion recommendations will be considered by the Board or Panel during the appropriate ranking meeting. Promotion actions may be approved at this time or may be deferred at the discretion of the Director of Training. Board and Panel members are expected to review the personnel records in the OTR Personnel Branch prior to these meetings. Promotion recommendations for grades GS-08 and below will continue to be considered monthly in accordance with procedures outlined in reference regulation.

3. The Chairman of the Training Career Board has agreed, on a trial basis, to permit supervisors to prepare promotion recommendations as a narrative provided that the narrative includes the six points outlined in paragraph 3B of the referenced OTR regulation. Recommendations prepared in this manner will be reviewed by the Promotion Panel or the Career Board to insure that all information is included. Recommendations that do not adequately cover the six points will be returned to the supervisor to be rewritten.



DATE: 17 JUL 1963
Director of Training

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C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING REGULATION NO. 20-3

1 August 1952

SUBJECT : THE TRAINING CAREER BOARD

REFERENCE : [REDACTED] The CIA Career Council and the Career Services

RESCISSION : OTR Regulation No. 20-3, dated 13 August 1952 ✓
OTR Regulation No. 20-3/1, dated 9 February 1953 ✓

1. GENERAL

The Training Career Board is organized and functions in accordance with [REDACTED]

2. ORGANIZATION

- a. The Training Career Board (hereafter identified as the Board) is composed of the following:

Chairman : Director of Training

Members : Deputy Director of Training
Chiefs of Schools and Staffs
Chief, Junior Officer Training Program
Chief of Station, [REDACTED]

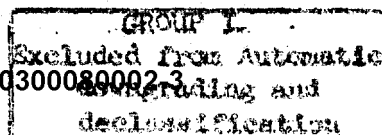
Secretariat : Secretary, Training Career Board
(Non-voting) Personnel Officer, OTR
Secretary, OTR Promotion Panel

- b. Meetings of the Board will be held on the first and third Thursday of each month. There will be no meetings in July and August. If a member of the Board is unable to attend a meeting, he will notify the Chairman's office and at that time he will recommend a substitute, normally, his Deputy.

- c. Recommendations for promotions will be considered at the first Board meeting of each month. In executive session the Board will rank personnel in grades GS-12 through GS-14 for promotion purposes in accordance with the Agency's schedule for competitive evaluation. The Board will approve the final ranking of personnel in Grades GS-9 through GS-11. Preliminary competitive ranking of personnel in Grades GS-9 through GS-11 will be made by the OTR Promotion Panel.

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OFFICE OF TRAINING REGULATION NO. 20-3

1 August 1962

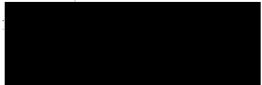
- d. Career Preference Outlines of members of the Training Career Service will be reviewed at the second Board meeting of each month. Members of the Board at this meeting will be the Director of Training, Deputy Director of Training, Chief, Assessment and Evaluation Staff, the Chief of the School or Staff whose Career Preference Outlines are being reviewed, and the Board Secretariat.

3. RESPONSIBILITIES

The Board shall:

- a. Advise the Director of Training on personnel management matters.
- b. Monitor the application and functioning of the Agency's personnel program as it affects members of the Training Career Service.
- c. Review and recommend final action with respect to plans proposed for the development of members of the Training Career Service, including
 - (1) Career Preference Outlines
 - (2) Promotions
 - (3) Training
 - (4) Applications for language awards.
- d. Perform related functions and duties required by the Director of Training.

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MATTHEW DAIRD
Director of Training

Distribution:
OTR - Key ID

- 2 -

C-O-N-F-I-D-E-N-T-I-A-L

GROUP I
Excluded from automatic
downgrading and
declassification

OFFICE OF TRAINING REGULATION NO. 20-5

13 December 1961

SUBJECT : PROMOTION RECOMMENDATIONS

REFERENCE : [REDACTED], Promotion
OTR Regulation 20-4, OTR Promotion Panel

RESCISSION : OTR Regulation 20-5, dated 31 March 1954

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1. GENERAL

This regulation establishes policies and procedures for initiating and transmitting recommendations for the promotion of personnel in the Office of Training.

2. POLICY

Recommendations will be initiated by the immediate supervisor of the employee proposed for promotion and will be forwarded through supervisory channels to the appropriate School or Staff Chief. School and Staff Chiefs will transmit promotion recommendations to the Personnel Officer, OTR, for submission to the OTR Promotion Panel and the Training Career ~~Service~~ Board in accordance with OTR Regulation 20-4. The formal recommendation will consist of two parts: a Biographic Profile and a Narrative Statement, each of which will be prepared in fourteen copies.

3. PROCEDURES

a. Biographic Profile

The recommending supervisor will ask the Personnel Officer, OTR, for the Biographic Profile of the candidate at least two weeks in advance of the scheduled meeting of the Panel or Board prescribed in OTR Regulation 20-4. The Personnel Branch will obtain the Biographic Profile from the Office of Personnel and will attach it to the Narrative Statement before submission to the Panel or Board.

b. Narrative Statement

The supervisor will prepare a Narrative Statement covering the following points:

- (1) Major duties and manner of performance.
- (2) Relation of the present position to other positions under the control of the supervisor.

OFFICE OF TRAINING REGULATION NO. 20-5

- (3) Comparison of the performance of the individual with that of other individuals who perform or who have performed comparable duties at the same grade under the supervisor.
- (4) Qualifications of the individual to perform the duties of the position for which he is being recommended.
- (5) Skill in supervision if the position is a supervisory one.
- (6) Other relevant considerations.

c. Review

(1) Narrative Statement

Narrative Statements will be processed through supervisory channels to the School or Staff Chief (or CDS/ [REDACTED] for submission to the Personnel Officer, OTR.

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(2) Signature

The original of the Narrative Statement will bear the signatures and comments of reviewing officials.

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[REDACTED]
MATTHEW BAIRD
Director of Training

Distribution:
OTR - Key 1B

10 March 1959

OFFICE OF TRAINING REGULATION NO. 20-4

SUBJECT : OTR Promotion Panel

REFERENCE : OTR Regulation No. 20-5, dated 31 March 1954

RESCISSION: OTR Regulation No. 20-4, dated 21 December 1953

1. GENERAL

Effective immediately, there is established in OTR a Promotion Panel which will replace the former Professional and Clerical Promotion Panels. The new panel will be known as the OTR Promotion Panel. This Panel will review proposed promotion actions of clerical and professional personnel to grade GS-12 and will make recommendations to the OTR Career Service Board. The Panel will function in accordance with policies established by the OTR Career Service Board and the Director of Training.

2. COMPOSITION

a. Members

The Panel will be composed of seven voting members, a secretary, and a recorder. The voting members will be senior officials of OTR selected by the Director of Training to serve for a period of twelve months. The Chairman will serve for six months, or as determined by the Director of Training.

b. Secretary and Recorder

The Secretary and the Recorder for the Panel will be provided by the Personnel Branch, OTR.

3. PROCEDURES


a. The same procedures as outlined in OTR Regulation 20-5, "Promotion Recommendations," pertain, except that supervisors must submit the completed, two-part promotion recommendations to the OTR Personnel Officer five (5) working days prior to a meeting of the OTR Promotion Panel. The meeting date of the Promotion Panel is normally the third Tuesday of each month.

b. The Promotion Panel will meet at least seven (7) working days prior to the meeting date of the OTR Career Service Board. The meeting date of the OTR Career Service Board to consider promotions is normally the first Tuesday of each month. The Personnel Branch will be responsible for coordinating meeting dates and informing members of the Panel.

c. The recommendations of the Promotion Panel will be documented by the Secretary of the Promotion Panel for presentation to the OTR Career Service Board.

d. Promotion recommendations for grade GS-13 and above are submitted directly to the OTR Career Service Board and will be considered ~~annually~~ on the schedule established by memorandum, dated 13 August 1958, to all OTR Career Service Board Members. 3x

e. The Secretary of the Panel will inform the School or Staff Chief concerned of any actions not approved by the Panel. This will afford him an opportunity to reconsider the promotion recommendation in the light of the findings of the Panel and to submit additional information before the action is presented to the Board for decision.


MATTHEW BAIRD
Director of Training

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Distribution: All OTR Personnel